



New Jersey Department of Children and Families Policy Manual

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Introduction

- Expenses for telephone calls on official business are reimbursable.
- Staff must adhere to the policy regarding the use of State-issued cellular telephones. See Administration and Management Policy 022-2008, Management and Utilization of DCF issued Wireless Devices and Cell Phone Usage.
- Policy in this section is for instances where staff is out in the field (including SPRU), making official calls from home (SPRU), or traveling on state business, and do not have access to a State-issued cellular telephone.
- No reverse charges or third party calls are permitted.
- Expenses must be verified in writing.

PERSONAL CALL REIMBURSEMENT

9-10-2007

The Division of Child Protection and Permanency (CP&P) staff may be eligible for reimbursement for work-related telephone calls placed or received on their personal telephones, including cellular phones, when there is no ready or safe access to a work cell-phone or office telephone, while conducting State business During normal workday hours when:

- Field staff make or receive calls to/from CP&P or DCF offices (using the offices' 800 number whenever possible), CP&P providers, CP&P Deputy Attorneys General, or the police
- Central Office administrative staff; Assistant Directors; Administrators; or Local Office (LO) Managers make or receive calls in the course of performing administrative duties

During after-hours when:

- Field staff make or receive calls to/from CP&P or DCF offices (using the offices' 800 number whenever possible), CP&P providers, CP&P Deputy Attorneys General, or the police in the course of performing casework duties that extend beyond the normal workday
- Authorized after-hours staff (SPRU/SCR) or on-call Central Office administrative staff make or receive calls in the course of performing after-hours/on-call duties
- Central Office administrative staff; Assistant Directors; Administrators; or LO Managers make or receive calls to perform administrative duties that extend beyond the normal workday.

Requests for reimbursement of telephone calls are considered if there is proper documentation that the telephone calls are work-related and incurred during the course of official State business as a CP&P employee. Work-related calls by a CP&P employee must be in compliance with this policy.

All cellular telephone calls submitted for reimbursement must be as brief in duration as possible. See Administration and Management Policy 022-2008, Management and Utilization of DCF issued Wireless Devices and Cell Phone Usage.

The cost of maintaining personal/cellular telephone service is not reimbursable. CP&P employees must not use cellular telephones while driving a motor vehicle. In the interest of employee safety, employees must pull over to the side of the road or another safe location. See Administration and Management Policy 022-2008, Management and Utilization of DCF issued Wireless Devices and Cell Phone Usage.

Cellular Phone Calling Plans With Monthly Allotted Minutes - Calculating Reimbursement

9-10-2007

Staff making or receiving work-related calls using a cellular telephone calling plan with monthly allotted minutes, may be eligible to receive reimbursement for such calls. Staff must provide the DCF Office of Accounting with a copy of the portion of their cellular telephone account bill that describes the per minute calling rate for the monthly allotted minutes, or the number of monthly allotted minutes and the cellular service fee.

When the cellular telephone account bill describes the per minute calling rate for the monthly allotted minutes, calculate the reimbursement amount by multiplying the per minute calling rate by the number of minutes used for work-related calls.

When the cellular telephone account bill does not describe the per minute calling rate, calculate the per minute calling rate by dividing the cellular service fee by the number of monthly allotted minutes. Next, calculate the reimbursement amount by multiplying the per minute calling rate by the number of minutes used for work-related calls.

Example:

- Calculating Per Minute Calling Rate;
- Cellular service fee (\$39.99)/monthly allotted minutes (250) = per-minute calling rate (\$.16);
- Calculating Reimbursement Per minute calling rate (\$.16) X number of minutes for work-related calls (10 minutes) = reimbursement amount (\$1.60).

Work-Related Calls Using a Cellular Telephone Account Belonging to Someone Other Than the Staff Person Making the Call 9-10-2007

Staff making or receiving work-related cellular telephone calls using a cellular telephone account belonging to someone other than themselves, may be eligible to receive reimbursement. Staff must provide the DCF Office of Accounting with a copy of the cellular telephone account bill and a written justification for making such calls.

Procedures for Requesting Reimbursement For Work Related Calls - Personal Cellular Phones 9-10-2007

RESPONSIBILITY	ACTION REQUIRED
Employee	1. Complete a NJ Travel Expense Invoice (AR-54/2) to request reimbursement by:
	<ul style="list-style-type: none"> • Listing all calls in chronological order by date;
	<ul style="list-style-type: none"> • Recording each call on a single line and state the points between each call (i.e.; Trenton to Newark); and
	<ul style="list-style-type: none"> • Entering the amount for each call.
	2. Attach a copy of the actual cellular telephone account bill with the portion of the cellular telephone account bill that describes the per minute calling rate for monthly allotted minutes, or the number of monthly allotted minutes and the cellular service fee, if applicable.
	3. Highlight all of the work-related calls on the cellular telephone account bill.
	4. Attach to the NJ Travel Expense Invoice (AR-54/2) a written justification if the cellular telephone account belongs to

	someone other than the staff person making the call.
	5. Complete and attach CP&P Form 16-103 , Confirmation Statement on Employee Personal Cellular Telephone Use for Work-Related Calls.
	6. Submit the NJ Travel Expense Invoice (AR-54/2), along with the applicable attachments listed in items 2, 4, & 5 above, to the DCF Office of Accounting.
DCF Office of Accounting	7. Process the request for reimbursement.

Procedures for Requesting Reimbursement for Work Related Calls - Personal Telephones
9-10-2007

RESPONSIBILITY	ACTION REQUIRED
Employee	1. Complete a NJ Travel Expense Invoice (AR-54/2) to request reimbursement by:
	<ul style="list-style-type: none"> • Listing all calls in chronological order by date;
	<ul style="list-style-type: none"> • Recording each call on a single line and state the points between each call (i.e.; Trenton to Newark); and
	<ul style="list-style-type: none"> • Entering the amount for each call.
	2. Attach a copy of the actual telephone account bill.
	3. Highlight all of the work-related calls on the telephone account bill.
	4. Submit the NJ Travel Expense Invoice (AR-54/2), along with the applicable attachments to the DCF Office of Accounting.
DCF Office of Accounting	5. Process the request for reimbursement.

Non-Reimbursable Calls**9-10-2007**

Telephone calls applying for or inquiring about leave of absence or extension thereof, inquiries as to payment of salary or expense vouchers, or calls concerning any matter of a purely personal nature are not reimbursable.